

GRANT COUNTY

CONSERVATION, SANITATION AND ZONING DEPT

150 West Alona Lane, Suite #1, Lancaster, WI 53813 608/723-6377 X4

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Fax: (608) 723-6792

ZONING DISTRICT CHANGE APPLICATION PROCEDURES

FEE: \$400.00 for a Zoning District Change or a Zoning District Change and Comprehensive Plan Map Amendment

The following is a review of the overall procedure involved in applying for a Zoning District change. This review is not meant to be all-inclusive for all cases, but will provide an idea of the process and materials that are needed to complete an application for a Comprehensive Zoning Ordinance Zoning District change and Comprehensive Plan Map Amendment. The CSZ Dept. staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

Public hearings: A Comprehensive Zoning District Change requires a public hearing before the Town the property is located in, then the CSZ Committee and then the Grant County Board. In some cases, to change a zoning district, a Comprehensive Plan Map Amendment is also required. Public hearings are scheduled on a first come, first served basis.

Your first step is to contact the Town the property is located in and request for a Zoning District change hearing. At this hearing you present the Town Participation Form and your request. The Town will make their determination and complete their part of the Town Participation Form and return the original to you. The second step is the County CSZ Committee hearing followed by the third step the County Board hearing which are both held at the Grant County Administrative Building.

The CSZ Committee hearing public notice:

For a Zoning District change only requires a class 2 posting, the request is posted twice for (2) two consecutive weeks.

For a Zoning District change & Comprehensive Plan Map amendment requires a class 1 posting, the request is posted once for (30) days.

This packet contains: 1- Zoning District Change Application & 2- A Request For Town Participation Form

Application: A completed Zoning District Change/Comprehensive Plan Map Amendment application must be signed by all property owner(s) of record, then submitted {with fee} to the Grant County CSZ Dept. before a public hearing date can be scheduled.

The Town Participation Form must be completed by the town then submitted to the CSZ Dept. prior to the CSZ Committee Hearing.

If not received and accepted by the CSZ Dept. in time for the hearing and the request is postponed as a result, the applicant shall be required to pay another application fee. Only original documents are accepted, no copies or faxes.

A land division survey map for the area proposed to be rezoned is required by a Licensed Surveyor when a Zoning District Change applies to only a portion of a larger existing parcel or part of a base farm tract.

On the Zoning District Change/Comprehensive Plan Map Amendment Application under Property Location, the complete legal description of the property is required including the Tax Parcel ID number.

This legal description can be obtained from the following: (1) Property tax bill, (2) Plat of Survey, (3) Title policy, (4) From a Licensed Surveyor if a land division is proposed when rezoning a portion of a parcel. The full legal description may be an attachment.

If an agent is to sign the application, written proof of agent authority is required to accompany the application.

If the property is in a Trust, the Trustee must sign the application and provide proof of authority with the names and addresses of all those with a beneficial interest in the Trust.

Please include a day time phone number on the application so we may reach you for questions or additional information.

At the CSZ Committee hearing The rationale for zoning relief must be given in narrative form by the petitioner and with information provided that the proposed rezone and/or associated structures are in accordance with the purpose and intent of the relevant Ordinance(s) and are not hazardous, harmful, offensive or otherwise adverse to the environment or the community.

The petitioner, petitioner's attorney or agent must attend the public hearing and present testimony. This presentation can be of any length and can involve any additional materials that are relevant to the zoning district change request although the CSZ Committee would prefer that all presentation be kept as short as possible.

The order of presentation will be: (1) – The request is read into the record, (2) – CSZ staff findings, (3) – Petitioners presentation, (4) - Persons appearing in support, (5) – Persons appearing in opposition

All materials presented as evidence and exhibits by the petitioner will be marked and retained by the CSZ Committee.

All questions arising from the public shall be directed to the CSZ Committee Chairperson.

Board Decision: Following each CSZ Committee Public Hearing and assuming no extenuating circumstances accrue, the Committee will make a recommendation to the County Board. The final decision is made by the Grant County Board. The petitioner may attend the County Board meeting (recommended) at which the decision will be made however it is not mandatory to be there. The petitioner may also contact the CSZ Dept. the first working day after the County Board meeting to learn the Board's decision.

GRANT COUNTY ZONING DISTRICT CHANGE/COMPERHENSIVE PLAN MAP AMENDMENT APPLICATION

sanitation@co.grant.wi.gov

Phone: 608-723-6377 X4

FAX: 608-723-6792

Office use:

Tax Parcel # _____ Fee Paid \$ _____ Date Received: _____

County Zoning District: _____ SPO Zoning District: _____ FIRM/Flood Study: _____

Applicant:

Owner(s) Name _____

Mailing Address _____

Phone# _____

Property Location:

_____ 1/4 _____ 1/4 Sec. _____ T _____ N R _____ W

Lot _____ Block _____ Addition _____

Subdivision/CSM# _____

Town of _____

Property Information:

Tax Parcel # _____

Total area of the base farm tract (total acreage of the contiguous property) is: _____ acres

Total area of the proposed parcel(s) is: _____, _____ acres {area(s) in square feet if less than an acre is: _____, _____}

Current use is: _____ **Proposed use is:** _____

Current Zoning:

_____ District of the Grant County Comprehensive Zoning Ordinance.

_____ District of the Grant County Shore-land/Wetland Ordinance.

_____ District of the Grant County Floodplain Zoning Ordinance.

Rezoning Request:

☐ To change the current zoning district only or ☐ Amend the Comprehensive Plan & change the current zoning district

on the: ☐ entire parcel or ☐ on a portion of the parcel

to _____ district of the Grant County Comprehensive Zoning Ordinance

and/or to _____ district of the Grant County Shore-land/Wetland Ordinance.

Plot Plan: An attached plot plan or location sketch drawn to scale or with dimensions is **required** showing the locations, boundaries, uses and sizes of all existing and proposed structures, property lines, road right-of-way lines, easements, driveways, and all other pertinent features. If a land division is proposed as part of the request a survey map prepared by a licensed Surveyor is required.

IMPORTANT: If the Town Participation Form is not received and accepted by the CSZ Dept. prior to the CSZ Committee hearing and the request is postponed as a result, the applicant shall be required to pay another application fee.

I/We the undersigned are applying for a Zoning District Change for the above described property and I/We hereby state that the information on this application, the attached plot plan and materials presented as evidence or exhibits pursuant to this request are accurate. I/We the undersigned property owner(s) hereby grant permission to Grant Co. CSZ Dept. staff to enter upon the above described property at their discretion during normal working hours to acquire information pursuant to this request. I/We the undersigned property owner(s) hereby grant permission for the Grant County CSZ Committee hearing to be held on the above described property at the discretion of the Committee Chairperson.

Property Owner(s) Signature _____

Date _____

GRANT COUNTY CONSERVATION, SANITATION AND ZONING DEPARTMENT

REQUEST FOR TOWNSHIP PARTICIPATION

LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS. Procedures that must be consistent with comprehensive plans. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

Section - 1

APPLICANT COMPLETES SECTION - 1

To the request for (Name) _____ to be granted a:

Request type: (Note in some cases a Zoning District Change may include a Comp. Plan Map Change)

Brief description of request ↓

_____ ZONING DI STRICT CHANGE → _____

_____ COMP. PLAN MAP CHANGE → _____

_____ CONDITIONAL USE → _____

_____ VARIANCE → _____

_____ SPECIAL EXCEPTION → _____

For the property: Tax Parcel# _____ - Property Address _____

APPLICANT: To get this form completed by the Town, have your request placed on the Town Board Meeting Agenda. To ensure that the CSZ Committee or the Board of Adjustments will hear your request, be sure to return this completed form with your application.

Section - 2

TOWN BOARD: PLEASE COMPLETE SECTION - 2

----- Questions 1 thru 4 must be answered to validate this document -----

CIRCLE ONE

1 - Does the town, have any regulations (town ordinance) that would apply to the request? ----- Yes No

If yes – please explain: _____

2 - Is the request consistent with the Towns Comprehensive Plan objectives and policies? ----- Yes No N/A

3 - If the request is not consistent with the Towns Comprehensive Plan,
Does the Town wish to amend the Comprehensive Plan to allow the request? ----- Yes No N/A

4 - Does the town wish to allow the requested to change the Zoning District only? ----- Yes No N/A

THE TOWN OF _____ TOWN BOARD ON THIS DATE _____

☐ DOES NOT OBJECT TO THE REQUEST

☐ OBJECTS TO THE REQUEST

Board Vote: Number In-Favor _____ Number Opposed _____ Number Abstained _____

Reason(s) for the town board decision: _____

CHAIRMAN

CLERK

SUPERVISOR

SUPERVISOR

UPON COMPLETION RETURN TO APPLICANT